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From: Stevenson, Allan (DPH)
Sent: Monday, May 12, 2008 1:05 PM
To: Hanchett, James (DPH); Salem, Sharon (DPH)
Subject: FW: Deadline for Encumbrances

From: McGuire, Thomas M (DPH)
Sent: Monday, May 12, 2008 12:16 PM
To: DPH-DL - CDC-Purchase Reviewers
Subject: Deadline for Encumbrances

This is a reminder that all encumbrances for order that will need to be placed between now and June 30th must be placed into the purchasing system by May 13th. Most areas have encumbered what they will need but if you have not please do so as quickly as possible.

Thank you for your cooperation.